



FACILITY RENTAL APPLICATION

For Social Gatherings

Today's Date: _____

Renter's Name: _____

Organization Name: _____

Is Your Organization a MV Based Non-Profit? Yes ☐ No ☐ Tax Id #: _____

Address: _____

E-mail: _____

Phone: _____ Secondary Phone: _____

Facility Requested:

Community Center ☐

Adobe Building ☐

Senior Center ☐

Specific Room Requested: _____

Requested Date(s) of Use: _____

Requested Time of Use: From: _____ To: _____

Estimated Number of Persons Attending: _____

Is the General Public Invited? Yes ☐ No ☐

Will Food or Beverage be Served? Yes ☐ No ☐

Will Alcohol Be Served? Yes ☐ No ☐

Will You Need Tables or Chairs? Yes ☐ No ☐

If Yes: Number of Tables: _____ Number of Chairs: _____

(Renter is responsible for setup and takedown of any tables or chairs.)

Please describe purpose of Rental: _____



Renter agrees to reimburse the City for any and all costs the City incurs arising from the renter's use of the premises, including but not limited to repair costs due to damage of City property.

Renter shall indemnify, defend, and hold the City of Mountain View, its officers, agents, employees and contractors harmless from any and all liability for damages or claims of same, including, but not limited to, property damage, personal injury, and death, caused by, arising out of or in connection with Renter, Renter's agents, employees, contractors or invitees operations or use of City facilities under this agreement. Such indemnification shall include reasonable costs of defense; judgments, settlements, attorney's fees, and other such costs as may be fixed by the court.

Renter shall obtain either commercial liability insurance in the amount of \$1 million per occurrence or a homeowner's policy in the amount of \$1 million per occurrence with proof thereof provided to the City. Renter's insurance coverage shall be primary. The City of Mountain View, its officers, officials, employees and volunteers are to be covered as additional insured by an endorsement acceptable to the City's Risk Manager for commercial general liability coverage. For renters serving alcohol, proof of liquor liability insurance must be included in the insurance coverage in the amount of \$1 million. The original certificate of insurance and endorsements must be submitted to the Community Services Department two weeks prior to the event. The City has the right to cancel events if the certificate of insurance and endorsements fulfilling all requirements are not received by the City at least two weeks prior to the event date. Under no circumstances is the City of Mountain View responsible for cancelled events.

Signature

Date

Send completed form to:

City of Mountain View, Recreation Division
Attention: Facility Reservations
P.O. Box 7540
Mountain View, CA 94039-7540
Phone: (650) 903-6407
Fax: (650) 963-3016
E-mail: recreservations@mountainview.gov

The Community Center is located at 201 South Rengstorff Avenue

City of Mountain View Rental Contract Acknowledgement

Applicant Name: _____ Date: _____

1. If at the time your event is scheduled to start staff is not present please call the City of Mountain View, Communications line at (650)903-6395. _____
2. The person making the reservation must be at least 18 years of age (21 years of age if alcohol is present) and present for the entire duration of the event. _____
3. Janitorial Service is required following all events. Excessive trash or damage will be charged additionally. Deposits are processed immediately following rentals but it may take up to 30 days for payment to be received. _____
4. The following decorations/items are not permitted: smoke machines, fog machines, confetti, and glitter. All decorative pieces must be free standing and not attached to walls. The City of Mountain View reserves the right to remove any decorations that could cause damage to a facility or require additional cleaning. Candles may be used as decorations as long as they are enclosed in glass containers. Balloons are permitted but must be removed following the rental including balloons stuck in high ceilings. _____
5. Setup and take down of all equipment is the responsibility of the renter. Room must be returned to the original setup by rental party by the end of the reserved time. If equipment is being rented from an outside business, it must be dropped off and picked up during the rental time. _____
6. Renter/Applicant is charged continuously from the time the facility is open for setup until the event teardown and cleanup has been completed. _____
7. Children must be supervised at all times. Staff on site does not supervise children. _____
8. Interior furniture must remain indoors and outdoor furniture must remain outdoors All exits and exit signs are to be kept clear and unobstructed at all times. _____
9. If portable cooking appliances are being used, they must be electric. No propane/gas. _____
10. All music and activities must end one hour prior to the end of your rental time. Tear down must be completed and the building vacated at the end of your rental time. _____
11. Clients must only use approved vendors at city facilities if a written contract will be entered into and services performed on site. Food trucks with a current **Mobile Vendor Permit** in Mountain View are eligible to cater events provided they follow Mountain View City Code Chapter 15 and facility rental policies. _____
12. Alcohol is not allowed at functions honoring youth. If alcohol is found to be present at the event, the event will be shut down with no refund given. _____
13. Beer, wine, and champagne are only permitted if alcohol insurance has been purchased and documented as part of the rental contract. Hard alcohol/liquor is not allowed. Alcohol may not be sold. _____
14. No smoking is allowed within 25 feet of doors and windows of public buildings. _____
15. Appropriate attire must be worn at all events taking place at City facilities. For the safety of all renters and guests, shoes must be worn at all times. _____
16. Any gathering considered dangerous, a disturbance of the peace or endangering public property is subject to closure without refund of the rental fee or security deposit. _____
17. The City of Mountain View is not responsible for loss of individual property or accidents. _____
18. Damage to facility is malicious mischief, and person's utility of such will be prosecuted to the full extent of the law (Section 594)-State Penal Code). You may be held responsible for any damage incurred by you or a member of your group. A minimum fee of \$50 per occurrence will be charged for damage done to City property. _____
19. Music must remain below 90 decibels at all times. If music is determined to be too loud, staff may ask you to turn it down. If the rental party does not cooperate, police will be notified and the event may be cancelled. _____
20. Renter/applicant understands and agrees to the City of Mountain View's cancellation policy (provided upon request). The cancellation policy becomes effective as soon as a rental contract is generated. _____